

Green Building Operation and Maintenance Manual Required Information Guidelines.

Provisions of the California Green Building Code have been adopted as part of the [Chula Vista Green Building Standards Code](#). The following is the text of letter “I” in that document with examples of suitable information.

Operation and maintenance manual. At time of final inspection of a new residential or commercial building, the builder shall place in the building a manual which includes all of the following:

1. Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
2. Operation and maintenance instructions for the following.
 - a. Equipment and appliances.
 - i. [Sample Information - Chimney's](#).
 - ii. [Sample Information - Combustion Appliances/Air Quality](#)
 - iii. [Sample Information](#)
 - b. Roof and yard drainage, including gutters and downspouts.
 - i. [Sample Information](#)
 - c. Air filters.
 - i. [Sample Information](#)
 - ii. [Sample Information](#)
 - iii. [Sample Information](#)
 - d. Landscape irrigation systems.
 - i. [Sample Information](#)
3. Information from local utility, water and waste recovery providers on methods to further reduce resource consumption and recycle.
 - a. [Sample Information - Utility](#)
 - b. [Sample Information - Water](#)
 - c. [Sample Information - Water](#)
 - d. [Sample Information - Construction and Demolition Debris](#).
4. Public transportation and/or carpool options available in the area.
 - a. [Sample Information](#)
 - b. [Sample Information](#)
5. Educational material on the positive impacts of an interior relative humidity between 30-60% and what methods an occupant may use to maintain the relative humidity level in that range.
 - a. [Sample Information](#)
 - b. [Sample Information](#)
 - c. [Sample Information](#)
 - d. [Sample Information](#)
6. Information about water conserving landscape and irrigation design and controllers, which conserve water.

- a. [Sample Information](#)
 - b. [Sample Information](#)
 - c. [Sample Information](#)
 - d. [Sample information](#)
 - e. [Sample Information](#)
 - f. [Sample Information](#)
7. Instructions for maintaining gutters and downspouts and importance of diverting water at least five feet away from foundation.
 - a. [Sample Information](#)
 8. Information on required routine maintenance measures, including but not limited to, caulking, painting, grading around building, etc.
 - a. [Sample Information](#)

Notes:

- Books containing portions of the required material may be used as a supplement to the Manual.
 - Sample: California Building Performance Guidelines for residential Construction.
 - Sample: National Home Maintenance Manual
 - Sample: International Property Maintenance Code
 - Sample: ASHRAE Green Guide
 - Sample: Audel Managing Maintenance Planning and Scheduling
- The Manual must be an all-inclusive and stand alone entity. Links to outside sources may only be used to compliment the required printed information.
- XXXXXXXXXXXX
- Information should be focused, depending on whether the building is residential or non-residential.
- Other Sample Information to be included in Manuals:

[How you can help to reduce Green House Gasses](#)

[Homeowners maintenance Checklist](#)

[Commercial Building Operations and Maintenance](#)